
Cat Marketing Team: Data Management Volunteer Volunteer Position

DESCRIPTION

The Cat Marketing Team is in need of volunteers to help maintain several spreadsheets and reports as we track the cats at APA! ensuring each has adequate marketing materials and accurate information.

Every day a variety of Cat Program volunteers rely on these spreadsheets to identify, locate and attend to the kitties in need. Help make sure each cat has the attractive photos and thorough personality profiles they need to find their perfect forever home. Keeping track of each cat is necessary to ensure that we help them all!

The basic function is to ensure continuity of data in the Cat Marketing Program which ensures that all cats and kittens at Austin Pets Alive! receive great marketing exposure, which increases adoption success.

WORKING RELATIONSHIPS

This position reports to the Cat Marketing Manager.

This position works with other Cat Marketing Team volunteers.

DUTIES AND RESPONSIBILITIES

- Use assigned spreadsheets to track and report which cats are in need of specific marketing materials
- Run and track assigned reports through shelter software and Google Docs
- Update or correct animal information such as age, location, or adoption fee through shelter software and Google Docs

REQUIRED QUALIFICATIONS

- Access to email and internet
- Experience with spreadsheets, Excel, and/or Google Docs.
- Willing and able to adhere to confidentiality protocols

EXPECTATIONS

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.

TIME COMMITMENT

Flexible 1+ hour per week.

LOCATION

Offsite/Remote Position (telecommuting)

Please note, all volunteer positions are unpaid and do not qualify for employee benefits.